CURRICULUM VITAE

OF

REBAFENYI ISRAEL MUDAU

**PERSONAL INFORMATION**

Names : Rebafenyi Israel

Surname : Mudau

Date of birth : 2000/11/02

Identity Number : 0011025752087

Gender : Male

Nationality : South African

Home Language : Tshivenda

Race : African

Residential Address : Stand No. 208 Block C

Postal Address : Mukondeni Village

: Mashamba

0942

Contact Number : 082 722 2080 / 083 955 7604

Email Address : [rebafenyiisrael@gmail.com](mailto:rebafenyiisrael@gmail.com)

**EDUCATIONAL QUALIFICATIONS**

Highest Grade Passed : Grade12 (Matric)

Name of School Attended : Dendron Secondary School

Subjects : Sepedi, English, Accounting, Economics

Mathematics, Business Studies, Life Orientation

Year : 2019

**SKILLS AND COMPETENCY**

* Good interpersonal relations
* Good communication skill (verbal and written)
* Good computer skill (Ms Office, troubleshooting and hardware and software maintenance)
* Good team player and leadership skill.
* Ability to adapt to change and meet the standards of the organization
* Problem solving skill
* prioritize tasks, work under pressure and self-motivated.
* Ability to keep confidential matters as such.

**TERTIARY QUALIFICATIONS**

Name of the institution : Rosebank College

Qualification : Diploma in Information Technology Management

Completing date : December 2022

**MODULES**

Year: 2020

* Analytical Techniques
* Business Communication
* Business Management 1A
* Introduction to Personal Computing
* Digital Citizenship
* End User Computing B
* Financial Management for Non-Financial Manager 1
* Introduction to Human Resources
* Network Architecture A

**Year: 2021**

* Economics A (Micro)
* Management Information Systems
* Network Architecture B
* System Analysis and Design
* Database (Introduction)
* Digital Citizenship
* IT Project Management
* Web Development (Introduction)
* Work Integrated Learning 2

**Year: 2022**

* IT Management
* Knowledge Management
* Network Server Administration
* Principles Of Security
* Advanced It Management
* Network Design
* Systems Software
* Work Integrated Learning 3

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| **WORK EXPERIENCE** |

Organisation : Department of Home Affairs

Position : Driver

Period : 2024/01/15 – present

Duties performed

* Liaise with internal and external relevant stakeholders
* handling and transporting sensitive digital records and documents securely ensuring their confidentiality and integrity throughout transit.
* Maintain the correspondence register
* Ensure that the vehicle is well maintained and booked in for service when due.
* Dispatch records from the warehouse
* Make copies of documents and removal permits

Perform other function as instructed by the supervisor

* Troubleshoot registry desktop, fax machine and photocopier machines.
* Update the desktop software (anti-virus) in the registry office.
* Ensure off site storage backups on weekly bases.
* Proving basic ICT tips to office personnel.

**REFFERENCES**

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| **NAME** | **RELATIONSHIP** | **TEL NO / CELL NUMBER** |
| Mr. Mokgalapa BJ | Supervisor | **076 579 3634** |
| Ms. Ramotsilisi | Supervisor | **081 363 5957** |
| Mrs. Seroka D | MENTOR (Lecture- Rosebank College) | **072 589 3183** |
| Mr. Jore M | Teacher (Dendron Secondary School) | **076 203 8425** |